



HASLEMERE TOWN COUNCIL

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Minutes of the Finance and Audit Committee Meeting held at 7pm on
Monday 13th June 2016
Council Chamber, Town Hall, High Street, Haslemere

Chairman	*Cllr Ged Hall
Deputy Chair	Cllr W. King
Councillors	Abeyesundara*, Carter*, Drake*, Edwards*, Hewett, Newbury, Odell*, Rogers*, Round*, Sherratt*

* present

The meeting was clerked by the Town Clerk, Lisa O'Sullivan
No press or public attended.

10/16 ELECTION OF CHAIRMAN 2016-2017

Cllr Drake nominated Cllr Hall
Cllr King seconded the nomination.

Cllr Hewett nominated Cllr Odell however Cllr Odell declined the nomination.

RECOMMENDED: That Cllr Hall is the Chairman of Finance and Audit committee for 2016-2017

11/16 ELECTION OF VICE CHAIRMAN 2016-2017

Cllr Sherratt nominated Cllr Drake however Cllr Drake declined the nomination.

Cllr Drake nominated Cllr King
Cllr Rodgers seconded the nomination.

RECOMMENDED: That Cllr King is the Vice-Chairman of Finance and Audit committee for 2016-2017

12/16 APOLOGIES FOR ABSENCE

Cllr Newbury.

13/16 DISCLOSURE OF INTERESTS

No interests disclosed.

14/16 MINUTES OF THE LAST MEETING

The minutes of the meeting held 8th February 2016 and approved at Full Council on 17th March 2016 were signed by the Chairman.

15/16 MATTERS ARISING

5/16: Cllr Odell asked whether the information regarding the £75k deposit protection limit had been investigated and whether the question of what other Councils do had been addressed. The Town Clerk reported that the Deputy Clerk had looked into this and would circulate the information to the committee.

16/16 INTERNAL PROCESS REVIEWS

The committee considered what processes needed to be reviewed and the Chairman noted that three had been identified:

Complaints procedure – it was agreed that this would be reviewed by Cllrs Hall, Odell and Town Clerk and brought back to committee.

Tender procedure – this was considered under Item 10 'Procurement Process'.

Allotment administration – the Chairman noted that the Deputy Clerk was happy with this and it was agreed that it need not be reviewed at the current time.

Cllr Odell noted that the F&A Terms of Reference was also overdue a review. The Committee agreed that this would be reviewed by Cllrs Hall and King and Town Clerk and brought back to committee.

17/16 BANKING CHARGES

The Town Clerk informed the committee that the charges per transaction were only levied on accounts with a turnover of over £100k. When accounting for turnover Unity Trust does not take into account internal transfers. The Town Clerk therefore suggested that the Precept and other income is paid into the Council's deposit account but that payments are made from the current account, with money being transferred into it as necessary from the Deposit Account, to avoid as much cost as possible.

RECOMMENDED: That the Clerk's proposal is adopted by Council.

18/16 ACCEPTANCE OF CHEQUES

The Chairman explained that the officers would like to move towards a system where only electronic payments are made (or via bank). Town Clerk explained that this wouldn't apply to deposit cheques which are rarely banked and therefore can be kept and destroyed. There was some debate as to whether this would inconvenience people, especially allotment holders, who pay money to HTC.

RECOMMENDED: The Deputy Clerk will write to plot holders giving 6 months' notice that that the Council will no longer accept cheque payments but stating that we will be flexible if people really have an issue – they need to flag this with us.

19/16 PROCUREMENT PROCESS

The Chairman noted that the current procurement process was agreed as part of Financial Regulation review in 2015. Cllr King expressed a concern that the procurement process was not robust enough and needed more detail.

Cllr Drake noted that it made sense to consider the tender and procurement processes at the same time.

There was some discussion over sign off of tender process and it was agreed that a proforma template with tick boxes for each stage of the process was required that could be signed off by the Chair of whichever committee was running the procurement process

as being followed before going to Council. The Chairman asked whether all tenders should go via F&A but it was generally felt that this was not necessary since they would have been signed off by the Chairman of the relevant committee and had to then be approved by Full Council.

There was some discussion over what happens in a project which requires sub-contractors and the Town Clerk informed the committee that in that instance (very rare) Council would most likely need to appoint a project manager to oversee the project.

It was agreed that both the tender and procurement process would be reviewed by Cllrs Hall and King and Town Clerk and that this needed to be done before next Council – recommendations to be circulated to the committee in time for comments back before the Council Agenda goes out.

20/16 CREDIT CARD PAYMENTS

Noted.

Meeting finished 7.30pm

Signed.....
Chairman of Meeting

Date.....